

**CONTRACT-PREPARATION DOCUMENTS TO  
CONTRACT ADMINISTRATION DIVISION  
Office of Estimating**

Des No.: \_\_\_\_\_ Route: \_\_\_\_\_  
Contract No.: \_\_\_\_\_ Letting Date: \_\_\_\_\_  
Project No.: \_\_\_\_\_ PE County: \_\_\_\_\_  
\_\_\_\_\_ RW Bridge File: \_\_\_\_\_  
\_\_\_\_\_ CN Over: \_\_\_\_\_  
Location: \_\_\_\_\_

It is recommended that tracings for the above noted project be accepted. The following items accompany the tracings.

Final Design Computations Book	Detail Packet
Final Cost Estimate      Disk      CES	Permit Certification Form
Final Special Provisions      Disk      ERMS	Detour Map
ERMS I.D. _____	Design Calculations

**Federal Highway Administration Oversight.** Required? YES      NO

**Asbestos Report.** Required? YES      NO

Attached: YES      ERMS: YES      ERMS I.D.: \_\_\_\_\_

If not attached, why? \_\_\_\_\_

**Environmental Document Compliance.** The environmental document was approved on \_\_\_\_\_. The plans were reviewed against it on \_\_\_\_\_ and were determined to be in compliance with it.

**Geotechnical Report.** Required? YES      NO

Attached: YES      ERMS: YES      ERMS I.D.: \_\_\_\_\_

If not attached, why? \_\_\_\_\_

**LPA Agreement Determination.** Required? YES      NO

Transmitted to the Research and Documents Library Team on \_\_\_\_\_.

**Railroad Agreement.** Signed? YES      NO      N/A

If not signed, what is status? \_\_\_\_\_

Railroad special provision included? YES      ERMS: YES      ERMS I.D.: \_\_\_\_\_

**Right of Way.** Additional R/W required? YES NO Existing  
Is R/W clear and Certification Letter included? YES NO  
ERMS: YES ERMS I.D.: \_\_\_\_\_  
If not clear, number of parcels remaining is \_\_\_\_\_  
Expected R/W clear date is \_\_\_\_\_.  
R/W contact person is \_\_\_\_\_

**Utility Coordination.** Complete? YES NO  
If not complete, what is status? \_\_\_\_\_  
Utilities special provision included? YES  
ERMS: YES ERMS I.D.: \_\_\_\_\_  
Utility contact person is \_\_\_\_\_

**Coast Guard Permit.**  
Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

**Corps of Engineers Permit.**  
[Individual] Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_  
[Regional General] Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

**DNR Permit for Construction in a Floodway.**  
Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

**FAA Indiana Tall-Structures Permit.**  
Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

**401 Water Quality Permit.**  
Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

**Rule 5.**  
Not Required Applied For Received \_\_\_\_\_  
ERMS: YES ERMS I.D.: \_\_\_\_\_

Are all Permits included? Yes No  
If No, why not? \_\_\_\_\_  
\_\_\_\_\_

**Summary of Commitments** (from environmental document, regulatory agencies, context-sensitive items, purchasing agreements, etc.) as related to project design and construction.

Attached? YES NO If No, why not?

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**Design Exceptions Summary.** Attached? YES NO If No, why not?

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**Design Summary.** Approval date \_\_\_\_\_

**Proprietary Materials.** Are any specified which are not listed in *Design Manual* Chapter 17?

YES NO

If Yes, has the justification been submitted and approved for each item? YES NO

**Unique Pay Items.** Are any listed in the Schedule of Pay Items? YES NO

If Yes, has a unique special provision been drafted and a unique pay item number been requested for each in accordance with *Design Manual* Chapter 20? YES NO

Unique special provisions authenticated by: Testing Design Construction

### **Coordination with District Construction Engineer.**

Field Office, \_\_\_\_\_ MOS

Type A 400 SFT (37 m2)

Type B 500 SFT (51 m2)

Type C 650 SFT (60 m2)

Field office computer (105-C-056)	YES	NO
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Advanced fax machine (105-C-071b)	YES	NO
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Construction engineering (105-C-071b)	YES	NO
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Cellular telephone (105-C-164), #_____	YES	NO
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Anytime minutes, #\_\_\_\_\_

Radio, #_____	YES	NO
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Traffic maintenance (104-C-112) (provide details)	YES	NO
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Profilograph as pay item for HMA pavement	YES	NO
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Profilograph as pay item for PCCP pavement	YES	NO
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Partnering (108-C-078)	YES	NO
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Incentive/Disincentive (108-C-043)	YES	NO
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if YES, attach Justification form.

Latest date to begin work: \_\_\_\_\_ Liquidated damages: \_\_\_\_\_  
(108-C-090)  
Restriction time: \_\_\_\_\_ Liquidated damages: \$ \_\_\_\_\_  
(108-C-091 or -092) (provide details)  
Closure time: \_\_\_\_\_ Liquidated damages: \$ \_\_\_\_\_  
(108-C-093)  
Intermediate completion date: \_\_\_\_\_ Liquidated damages: \$ \_\_\_\_\_  
(108-C-094)  
Calendar completion date: \_\_\_\_\_ Liquidated damages: \$ \_\_\_\_\_  
(108-C-095)  
Earliest date to begin work: \_\_\_\_\_ Liquidated damages: \$ \_\_\_\_\_  
(108-C-127)

Designer: \_\_\_\_\_

Construction information provided by: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_